



STATE
OF
GEORGIA

4/Mended 74-123, 4/18/74.
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 5/31/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 7 1973	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways Office of Road Design Atlanta, Georgia		4. Person to Contact Sara Mauldin	6. Tel. No. 656-5408
		5. Working Title RRT - 2	

7. ACTION REQUESTED TO AMEND APPLICATION NO. 73-152

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1930 - To Date

9. Exact Series Title

Highway Project Plan Files

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason-Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the preparation of plans for the construction of highways and bridges.

Included are highway construction project plans.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	100	7
Legal-size File Drawers			Floor Space Occupied (Square Feet)	144	250
Plan File Drawers	2500	170		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	12
				5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept permanently ~~years~~

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other *See ATTACHED SHEET* then:
- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer *Brayner* Date *5/31/73*

26. Recommendations		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>William M. Dipe</i>	<i>5/31/73</i>
	Records	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>6-8-73</i>
	Committee	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Robert K. Shell</i>	<i>6-7-73</i>
		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<i>6-21-77</i>

25 are:

HIGHWAY PROJECT PLAN FILE

Explanation of Yes Answers to Questions 14-23

19. The voluminous nature of the record and the permanent retention requirements justify the microfilming of this series.
22. Plans for federally funded projects must be retained 3 years after FHWA final payment of the project.
23. The series has a permanent retention value. It is a source of as-built data which must be retained for the life of the road.

Note: Project plans are prepared in the District Offices and the General Office.

Rationale: Retention of the microfilm file permanently will insure adequate protection of the State's interests. The records provide historical documentation of the location of roads. For example, if a road is relocated, the current as well as the previous location of the road will be of historical interest.

HIGHWAY PROJECT PLAN FILE

25. Agency Recommendations:

This agency recommends that the file series be cut off upon completion of the project.

District Offices: submit highway construction plans to Office of Road Design for microfilming.

Federal Projects (Interstate, Primary, Secondary and Others)

Microfilm File: microfilm plans making 2 silver originals and a diazo. Place 1 original and diazo in aperture cards; hold aperture cards in current files area until obsolete, superseded or no longer needed for reference; then destroy. Retire 1 original (roll) to Archives for permanent retention.

Paper File: upon completion of microfilming hold hard copy in current files area until final FHWA payment of project to the State; then destroy.

State Projects (Authority, PR, State-Aid and Others)

Microfilm File: microfilm plans making 2 silver originals. Place 1 original in aperture cards; hold aperture cards in current files area until obsolete, superseded or no longer needed for reference; then destroy. Retire 1 original (roll) to Archives for permanent retention.

Paper File: upon completion of microfilming destroy hard copy.



STATE
OF
GEORGIA

Amended 74-123
Application for

313-16

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS DISPOSITION STANDARD 5

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		5. Working Title RRT - 2	6. Tel. No. 656-5408	

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1930 - To Date

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Plan File Drawers	2500	170	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				25	12	5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

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24. REQUIREMENTS. The following requires the files to be kept permanently. ~~years~~

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- [] CALENDAR YEAR [] FISCAL YEAR [X] Other See ATTACHED SHEET

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
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- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee

In Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date

5/3/

Date

6-5

Date

6-7